**Use Case** 5.2***: Conference billing***

**Overview:**

This Use Case enables the users or employees to modify or output the conference room billing.

**Preconditions:**

1.The user needs to modify the information for of the conference room billing.

2. The user needs to send out the conference rooming billing to the customers.

3.There must be a reservation for the conference room made.

4. The conference tab is displayed.

**Scenario**

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| Action | Software Reaction |
| 1. The user will go to the payment section and clicks on the Reservation drop box and selects the current reservation. | 1. The list of current reserved rooms will drop into a list and a room will be highlighted in blue to show it is selected. |
| 1. The user will select the Payment Amount text field and enter the amount owed by customer. | 1. The text field will have numerical value representing the amount of money the customers owe. |
| 1. The user may add any notes on the Note section of the text field. | 1. The text field of the note section will be filled with numbers and letters delivering a message to the customer. |
| 1. The user clicks apply button to let the changes be permanent. | 1. The Apply button will be pressed and the information will be saved. |
| 1. The user will go to the charges section and click on reservation drop box and selects the current reservation. | 1. The list of current reserved rooms will drop into a list and a room will be highlighted in blue to show it is selected. |
| 1. The user will select the Charge Amount text field and enter the amount owed by customer. | 1. The text field will have numerical value representing the amount of money the customers owe. |
| 1. The user may add any notes on the Note section of the text field. | 1. The text field of the note section will be filled with numbers and letters delivering a message to the customer. |
| 1. The user clicks apply button to let the changes be permanent. | 1. The Apply button will be pressed and the information will be saved. |
| 1. The user clicks on the Output Bill to send to customers. | 1. It pops up wind of itemized bill. |

**Scenario Notes:**

The user could have done item 1 to 4 before or after item 5 to 8.

**Postconditions:**

1. The payment information of the customer will be modified or updated.
2. The bill of customers for the conference room will be sent to the customers.

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| **Required GUI:**  Mouse and key | **Use Cases Utilized:**  **none** |
| **Exceptions:**  **none** | **Timing Constraints:**  **none** |